

JOB DESCRIPTION

Position Title: Conductor

Department:

System

Reports To: Manager of Train
Operations

Salary Range:

Varies

Position Summary:

Supervises and coordinates activities of train crew engaged in classification of railroad cars, building and switching trains, spotting and/or pulling railroad cars at yards or industries in a safe and efficient manner.

Essential Job Functions (listing most important first):

1. Conduct job briefings and coordinate the daily activities of classification of railcars, switching tracks, coupling and uncoupling cars, and routing inbound and outbound traffic.
 2. Receive oral or written instructions from the MTO or Dispatcher indicating which cars are to be switched or handled.
 3. Performed required train inspections and airbrake testing in compliance with Federal and State regulations.
 4. Keep accurate records of the contents and destination of each railcar and make sure that cars are added or remove at proper set out and pickup destinations.
 5. Reports origin, destination and location of cars switched or handled to operation center.
 6. Ensures daily train list is phoned into or faxed to operation center and that work document is accurate.
 7. Document and prepare reports of accidents, unscheduled stops, or delays.
 - 8.. Ensure all reporting is done accurately and timely
 9. Comply with all GCOR, operating, safety, hazardous material rules and instructions or any other pertinent instructions, which may be required to safely perform duties.
 - 10 Switch, classify railcars and deliver to customer's facility and remove the empties
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Essential Job Requirements:

EDUCATION High school diploma or GED

EXPERIENCE _____

REQUIRED SKILLS Must hold a valid Texas driver's license to drive on company business.

PREFERRED SKILLS Read and comprehend written safety rules, procedure and safety manuals, government regulations, operating and maintenance instructions and other work-related information.
Think and act quickly in responding to emergency and non-emergency situations.
Requires keen observation, problem-solving abilities, excellent verbal and written communication skills and the ability to work independently as well as collaborate effectively.

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	Train new hires to perform job-related duties.	
	Must be safety conscious and able to support and contribute to a strong safety process.	
	Must be able to work multiple shifts, overtime, holidays, and weekends.	
PHYSICAL REQUIREMENTS	Meet Title 49, CFR Part 240 requirements for hearing and vision acuity.	
	Climb and balance well enough to climb, hold on, and balance on ladder attached to side of railcar, and/or climb steps of locomotive from level or uneven ground; and/or climb on/off moving equipment in emergency situations.	
	Stand and walk on level or uneven ground.	
	Sit, bend, twist, stoop and kneel, push, pull, and/or lift, exerting up to 100 pounds of force. Reach with hands and arms; and/or use hands to feel or handle.	
	Mandatory drug and alcohol testing	
<u>Exempt/Non-Exempt</u>	<u>Full-Time/Part-Time</u>	<u>Permanent/Temporary/Leased</u>
EEO Code		
920-53-4010		
924-5340311		

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

JOB DESCRIPTION

Employee's Signature

Date

Manager's Signature

Date

Human Resources Approval/Comments:

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Authorized Human Resources Signature

Date